



PARKS AND RECREATION

## WELCOME TO THE CITY OF SCOTTSDALE'S 2006 SUMMER CHILDREN'S PROGRAMS

Dear Parents,

The City of Scottsdale is pleased to welcome your child to our 2006 Summer Recreation Programs.

The goal of our program is to provide our participants with supervised, planned and programmed summer recreational activities. Our programs offer a variety of times of day, locations, staff to participant ratio's and age groupings. All of our programs for children in 1<sup>st</sup> through the 6<sup>th</sup> grade are run as Drop-in programs. The drop-in program philosophy is to allow children to come and go as they wish. During most program days, participants may arrive at any time after the program begins and may depart at any time without signing in or out. The Drop-in program is an ideal opportunity for youth to develop their responsibility and reinforce trust with their parent(s) by planning their own leisure-recreation time. Staff will provide fun and exciting recreational opportunities, but they cannot detain children who wish to leave. In the drop-in format, children decide whether they stay at the program, whether they go home, or participate in another activity off site. Children can come and go as they please. The program and supervision begins and ends promptly at the published times.

Please note: It is the parents' responsibility to communicate with their child(ren), regarding the choices their children are allowed to make on their own.

You have registered your child for the Summer Sports Camp at Mohave Middle School.

Enclosed is an information packet that includes the following: registration/medical release form, notice of non-liability, behavior management policy, and guidelines. Please take the time to read through them with your child in order to prepare you and your child for this exciting recreational experience.

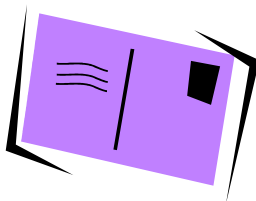
***Please return all of the completed forms and a copy of your child's birth certificate to Indian School Park by June 5th. You may either drop off the forms or mail them to the address listed below. Your child's registration is not confirmed, until we have received all the completed forms.***

If your child does not turn in the permission slips before the beginning of the program, they are not allowed to attend. If you have any questions please feel free to call **Indian School Park at (480) 312-2740.**

Sincerely,

**Walt Johnson**

**Mail your completed forms to:** Scottsdale Parks and Recreation, 3939 Civic Center Blvd, Scottsdale 85251  
**ATTN: ISP Sports Camp.**



***Be sure to include a copy of your child's birth certificate.  
Return before the session begins.***

## MISCELLANEOUS INFORMATION:

<b><u>Lunch:</u></b>	Each program will have a cooler available for children who bring their lunch.
<b><u>Bicycles:</u></b>	Staff is not responsible for missing bicycles. Bikes are not allowed inside the facility, and must be kept away from all doorways. <b><u>Please lock bicycles in the bike rack.</u></b>
<b><u>Personal Items:</u></b>	Limited space is available for children to leave their backpacks, etc. Staff is not responsible for missing items. We encourage children to leave their valuables at home (cd-players, jewelry, scooters, skateboards, etc.)
<b><u>First Aid:</u></b>	Each program will have adequate first aid supplies on site.

### **Americans with Disabilities Act**

The Americans with Disabilities Act of 1990, prohibits discrimination in public programs, on the basis of disability. Eligible individuals with a disability are entitled to reasonable accommodation for participation in public programs, as a provision of federal legislation. Auxiliary aids and services may include interpreter services, support staff, alternative information format, etc. Scottsdale's Community Services Department is committed to supporting the full inclusion of persons with disabilities into all public facilities, programs, and activities. If your children or you need assistance to access and enjoy any of these programs, please indicate your need by contacting Adapted Recreation Services: (480) 312-2324. All requests must be made after completing registration and be requested a minimum of ten working days prior to the starting date for the program.

## **Thank You Scottsdale Unified School District!**

(Many of the City of Scottsdale's Summer Programs are hosted in  
Scottsdale School District facilities. )

Parents, please be sure to thank the principal(s) for opening their school to our recreational program this summer. Allowing our programs in their schools, limits the time the custodial staffs' can prepare their school site for the coming school year. We greatly appreciate the principals, teachers, custodial staff, and school administrators who are willing to allow our programs at their site. **Please send a letter to the school district and/or principal of the school hosting your child's Summer Sports Camp, to encourage their support of next year's program and to thank them for allowing the city to utilize their school this summer!! The Summer Sport's Camp program is being hosted by Mohave Middle School.**

THE CITY OF SCOTTSDALE STRONGLY SUPPORTS AND ENCOURAGES POSITIVE PARENT INVOLVEMENT.  
PLEASE CALL **(480) 312-2740** IF YOU HAVE ANY QUESTIONS OR CONCERNS.

### **VOLUNTEER AND PARENT PARTICIPATION**

If you are interested in volunteering your time, we could use your assistance on excursions, conducting special events, as guest speakers and enhancing our daily recreational programs. Is your free time limited? We would gladly accept sponsorships or donations for our special events. If you would like to help us out either by volunteering or donating, please contact **Walt Johnson (480) 312-7643**.

## FACILITY GUIDELINES AND POLICIES

1. Participants must be officially registered in the program.
2. No loitering on school grounds. If children are not participating in City of Scottsdale programs or authorized school programs, they should not be on school grounds.
3. Respectful language is required.
4. All equipment checked out must be used properly and returned.
5. Respect staff and program participants.
6. The on site telephone is for business purposes and emergencies only. Please make all arrangements (lunch/pick-up time) prior to the program.
7. Bicycles, skateboards and roller blades may not be used indoors.

*Violation of the above rules will result in disciplinary action, which may include suspension for the week, session, or summer.*

## ATTENDANCE POLICIES

### 1. Program Format

The program is a Drop In Program. Children may come and go as they wish. During most program days, participants may arrive at any time after club begins, or they may depart at anytime without signing in or out. The program begins promptly at **8am**.

### 2. Absences/Vacations

Due to waiting list, please notify administrative staff when taking your child out of the program permanently, so we may fill his/her position with a child from our waiting list.

### 3. Drop off time/Pick-Up

The program begins at 8 a.m. **Children will not be allowed into the program area until 7:45 a.m. as our staff will not be available to supervise them.** Please be prompt in picking up your child. There is an extensive waiting list for this program. If you drop your child off earlier than the program begins, or do not pick up your child on time, you may jeopardize your child's position in the program.



# PARK BEHAVIOR POLICY

## PARK MISSION STATEMENT AND GOAL

The mission of the Scottsdale Park and Recreation Division is to ensure that a positive environment is maintained within all programs and parks, so that all persons can play, recreate, and spend leisure time in a safe environment. Our goal is to provide a positive atmosphere in which self-esteem is maintained and all individuals are treated with dignity and respect.

## PARK/ SCHOOL BEHAVIOR POLICY

The Park and Recreation Division will not tolerate any form of discrimination, abuse, and/or unacceptable behavior.

Unacceptable behavior includes, but is not limited to, the following:

- Any violation of federal or state law, or city ordinance
- Deliberate or reckless disruption of any activities or programs
- Failure or refusing to obey park ordinance or school rules as directed by city staff or sign
- Threatening or intimidating others through verbal abuse, profanity, obscene gestures, or other means
- Intentionally or recklessly damaging or defacing any park property or equipment, or personal property of others
- Fighting or other assaultive behavior

## SANCTIONS FOR VIOLATING PARK/SCHOOL BEHAVIOR POLICY

When there are reasonable grounds to believe that there has been a violation of the park or school behavior policy, our staff will take appropriate action and document the incident. Appropriate action may include requesting compliance of the ordinance or rules, working with parents of disruptive youth, conflict resolution that may involve other city staff, police notification, or formal sanctions. Formal sanctions include, but are not limited to, documented oral reprimands, written reprimands, suspension from a park program or activity, or suspension from a certain park or all parks for a specified period of time.

# PARK BEHAVIOR MANAGEMENT PROCEDURES

The Park Behavior Management Procedures are intended as a tool for division staff to accomplish our mission and goals by ensuring that a positive environment is maintained with all programs, parks, and recreation facilities.

- ✓ Communication with parents and participants about our behavior policy is included in this packet and is to be reviewed and signed by both parent and child.
- ✓ Our goal is to first educate all participants during initial contact. Situations will be handled individually, through the predetermined rules and consequences. The emphasis will be on positive reinforcement and appropriate behavior.
- ✓ Situations where a conflict, argument or disruption occurs that jeopardizes the well being and/or safety of an individual or individuals, the following intervention guidelines will be implemented:

### **1. IDENTIFY THE BEHAVIORAL PROBLEM:**

Leaders and instructors will use the resources available to identify behavioral problems. The leaders will then separate the participant from the group, in order to address and discuss the situation. Depending on the incident, Police may be contacted to assist with resolving the situation. *City staff and program participants' safety is a priority at all times.*

### **2. EDUCATE AND ATTEMPT TO CHANGE BEHAVIOR:**

If program, park or facility rules are violated, emphasis will be placed on educating the individual or group by informing all persons involved of the rules, ordinances or laws related to the situation, as well as expectations for changing the behavior. Three attempts (warnings) will be made to change behavior or gain compliance. The fourth infraction will require documentation of the incident and the individual(s) may be asked to leave the program, park or facility.

### **3. RESOLUTION OF CONFLICT:**

All attempts shall have been made to educate the individual(s) and request their compliance. However, interventions may take place when the repeated negative behavior is disruptive and impacts the safety and positive experiences of park, facility and program users. The following action(s) will be taken:

- A. A meeting with the Recreation Coordinator, a member from the Youth and Family Services Division and/or a representative from the Park Police Unit will be scheduled with the individual(s) and/or parent/guardian to develop an action plan for compliance.
- B. A behavioral contract may be used to identify the violations or behavioral problems, as well as the required changes in the individual(s) behaviors.
- C. Temporary park, facility or program suspension may be utilized until a meeting can be scheduled and/or action plan can be developed.

#### **4. SUSPENSION**

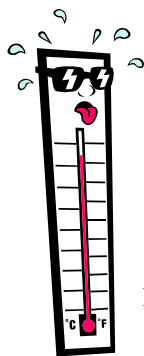
If the resolution actions fail to resolve inappropriate behavior or compliance with park rules, laws or ordinances, suspension from park or program sites may be utilized.

#### **5. RE-INSTATEMENT**

Once the term of suspension has been served, the individual(s) will be eligible for re-instatement to the park, facility and/or program. Re-instatement will consist of the following:

- A. The individual(s) file will be reviewed by the park/program Coordinator, a representative from the Park Police Unit, and/or a member from the Youth and Family Services Division
- B. A behavioral contract may be used to identify the violations or behavioral problems, as well as the required changes in the individual(s) behaviors.
- C. Park and Recreation Manager and the Park Police Unit Sergeant will be notified of situation to ensure consistent application of policy.
- D. Re-instatement will be copied to the Park Police Sergeant for record management

If any program participant engages in aggressive or threatening behavior, immediate action will be taken. Parents will be informed to pick up their child and participant may be suspended from attending the program until situation is resolved.



#### **EXPECTED PARTICIPATION BEHAVIOR** **(RULES):**

- Listen and follow directions.
- Be kind and respectful.
- Keep your body to yourself.
- Respect other people's property.

#### **CONSEQUENCES:**

- Warning and rule reminder.
- Time Out (no longer than 5 minutes).
- Contact parents regarding inappropriate behavior
- Contact parents to pick up child.

# EMERGENCY MEDICAL INFORMATION

## Summer Sports Camp @ Mohave Middle School

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate\* \_\_\_\_\_

\*Copy of Birth Certificate is required for registration in Sports Camp/Fastbreak Basketball Camp. All children must be at least 5 years of age by the programs start date\*

Street Address \_\_\_\_\_ Apt # \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Legal Guardian's Name \_\_\_\_\_

Parent/Legal Guardian's Name \_\_\_\_\_

### PHONE NUMBERS (please include area codes)

CONTACT	DAY	EVENING	PAGER/MOBILE
MOTHER			
FATHER			
EMERG #1			
EMERG #2			

### MEDICAL INFORMATION

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy: \_\_\_\_\_

Preferred hospital\*\*: \_\_\_\_\_

**\*\*YOUR CHILD WILL BE TREATED AT THE NEAREST HOSPITAL UNLESS OTHERWISE SPECIFIED\*\***

Is participant taking medication? YES NO

If yes, please complete the following information: **It is the City of Scottsdale Policy to not dispense any medication. We ask you to list only for information for Emergency Medical Personnel.**

Name of Medication	Dosage	Dispensing Times	
1.			
2.			
3.			

### BEHAVIOR MANAGEMENT POLICY STATEMENT

I have read and understand the behavior management policy, listed on page 4 and 5. I understand the consequences of repeated aggressive acts. I have discussed the policy with my child.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

### NOTICE OF NON-LIABILITY

"I understand that physical injury may occur during participation in this program. The undersigned acknowledges and expressly agrees to hold harmless and indemnify the City of Scottsdale and its representatives, to the maximum extent allowed by law, for any and all damages claims or expenses that arise from participating in the Sports Camp program."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian